

6-2899

17 November 1954

File

MEMORANDUM FOR THE RECORD

SUBJECT: Procedure for Handling NSC Papers in and from OME

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1. Under present understandings with the CSC, copies of NSC papers addressed to [REDACTED] as NSC Planning Board Assistant, continue to be routed to [REDACTED] Room 106 South. For a number of reasons, it appears desirable to retain this system, which makes such papers more readily available to the OME Board and to D/I offices than if they were all received in the Administration Building. This memorandum is designed to indicate how these papers should be handled in view of [REDACTED] transfer to a position as a 100% OME staff member. (In part, this memo aims to codify [REDACTED] working methods.) 25X1A

2. Papers bearing no substantial intelligence content. Such papers will not be distributed within OME or to other D/I offices. If they appear of interest they will be placed for limited periods in the NSC reading file in the OME Reading Room (see paragraph 4 below), and thereafter kept in file in Room 106 South Building.

3. Papers having substantial intelligence content. The disposition of these will vary according to whether the paper is a first draft, succeeding draft before adoption, or final approved paper; and according to the subject matter of the intelligence content.

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a. First drafts will generally be routed to the OME regional staff and to OME [REDACTED] for preparation of comment. Comment on such drafts will be expected from both OME and CSC as a normal matter in the absence of a country specific understanding. Comment by other offices—OEA, OGI, etc.—should be arranged by [REDACTED] in consultation with [REDACTED] D/I, and with the designated contact men of these offices, and may take priority over OME and CSC comment. The manner of distribution to OME will depend on the case: in some instances there will be time for both offices to have full independent checks at the paper; in other cases the OME staff may profitably consult with the OGI staff, so that the comment will be in effect a joint product; in rush cases emergency methods may have to be used. In any event [REDACTED] (under [REDACTED] supervision)

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will be responsible for contacting [REDACTED] in OGI and working out the method of ensuring that OGI has the best possible access to the paper. After the appropriate staffs have had adequate access for comment, the paper will be sent to the NSC file in the ONS Reading Room, and thence to file in Room 108, South Building.

b. Succeeding drafts, including the final draft for National Security Council consideration and action, will ordinarily not require comment, though such comment will always be welcomed. The principal criterion for comment at the later stages should be consistency with estimates, and ONS should certainly examine the paper with care for this aspect. ONS access should have clear priority over OGI access at this stage unless the paper contains substantial new material. There time a paper is made OGI access difficult, but where OGI may appear to have an interest in another look, [REDACTED] should consult with [REDACTED]. After the appropriate staffs have had adequate access for comment, the paper will be sent to the NSC file in the ONS Reading Room, and thence to file in Room 108, South Building.

c. Final approved NSC papers should be placed in the ONS Reading Room NSC file for appropriate periods with an appropriate cover note. Thereafter they may be retained in file in Room 108, South Building, or circulated to interested persons, ordinarily not outside ONS. (Other offices have access to a copy of almost all final NSC papers filed in ONS Top Secret Control in N Building.)

d. NSC File in ONS Reading Room. It is planned to keep this file more current and up-to-date than it has been usually in the past. It will be dressed up on every Tuesday morning, in the light of the Tentative Agenda for the Planning Board and Council (usually distributed at the Planning Board meeting on Monday afternoon), and a cover memo will be placed on the file, similar to those now placed on the files of reading materials. This memo will describe briefly the contents of the file and flag items of possible interest to the Board, ONS staff, and others having access to the Reading Room. Items placed in the file between memos will have a short cover note, pending their description in the weekly memo. All papers will normally be retained in the file for about one week; if they are described in the current cover memo, their removal or absence will be noted, with an indication of their whereabouts.

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[REDACTED]

Assistant to D/1

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[REDACTED]

Distribution:

Orig - DS/1

3 - AI/NS

2 - AD/CI

1 - AD/NS

1 - SA/NS

1 - SA/CI